COLCHESTER BOARD OF EDUCATION
Colchester, CT

BUDGET COMMITTEE

Thursday, February 4, 2021
BOE Budget Committee Meeting 9:00AM
Virtual Meeting via Zoom

MINUTES

COMMITTEE MEMBERS PRESENT: Jessica Morozowich, Joanne Rose
ADMINISTRATION PRESENT: Superintendent Jeffrey Burt, CFO Maggie Cosgrove, Director of Educational Operations Mario Hurtado, Bacon Academy Principal Matthew Peel, Bacon Academy Athletic Director Kevin Burke
OTHERS PRESENT: BOE Chair Mary Tomasi, BOE Member Amy Domeika, Executive Assistant to the Superintendent Amy Trinnaman

1. CALL TO ORDER

1.1 Call to Order

Chair Morozowich called the meeting to order at 9:02AM.

2. ADDITIONS/CHANGES TO THE AGENDA

2.1 *Budget transfer over $5,000

2.2 *East Haddam Transportation Contract

Motion by: J. Rose
To add agenda items 2.1 Budget transfer over $5,000 (add to 8.5) and 2.2 East Haddam Transportation Contract (add to 5.2) to the agenda.
Second by: J. Morozowich
Vote: Unanimous
Roll call: J. Rose, J. Morozowich

3. PUBLIC COMMENT

3.1 Public Comment

None.

4. *APPROVAL OF MINUTES

4.1 Approval of January 7, 2021 Minutes

Motion by: J. Rose
To approve the minutes of the January 7, 2021 Budget Committee meeting.
Second by: J. Morozowich
Vote: Unanimous
Roll call: J. Rose, J. Morozowich

5. *PRIORITY DISCUSSION/ACTION ITEMS

5.1 *Set Tuition Rate

The recommendation from Superintendent Burt is to hold the tuition rate at $12,200 for school year 2021-2022.
Motion by: J. Rose
To approve the tuition rate of $12,200 for school year 2021-2022 and forward to the full BOE for approval.
Second by: J. Morozowich
Vote: Unanimous
Roll call: J. Rose, J. Morozowich

5.2 *East Haddam Transportation Contract
CPS has long had an agreement with East Haddam for their students to be transported to Norwich Tech from Bacon Academy with Colchester students. While a flat fee of $10,000 for up to 5 students is currently set, the recommendation is to create a tiered system based on the number of students being transported.
Motion by: J. Rose
To approve the East Haddam Transportation Contract, with minor adjustment to correct typo, and move to the full BOE for approval.
Second by: J. Morozowich
Vote: Unanimous
Roll call: J. Rose, J. Morozowich

6. BUDGET REPORTS

6.1 Monthly Budget Reports
CFO Maggie Cosgrove presented the budget report through the end of January 2021. Discussion of the status of several line items ensued (reviewing discussion from previous meetings). Projections for utilities are challenging due to instructional model changes that have students learning remotely, not present in buildings. Superintendent Burt is reviewing accounts with Administrators for which savings have been identified due to changes associated with the current instructional model.

6.2 Cafeteria Fund
Preliminary numbers for January remain on target with what was projected for the overall year-end deficit, but we will continue to monitor and revise financial projections monthly.

6.3 Health Insurance Reserve
CFO Cosgrove presented a report through the end of December. Claims experience reflects the postponement of medical appointments, as individuals resume medical care visits delayed due to the pandemic. Calculating estimates for next year is a challenge, so CFO Cosgrove is working closely with Lockton on the assumptions being used for budget projections for FY 21/22.

6.4 Special Education Excess Cost Report
Changes from the last report include a residential placement forecast that was slightly less than predicted, and departure of a student who was in a residential placement. The transportation component is fluctuating as students are at times in person and at times remote learning.

6.5 Use of Schools

This fund is primarily used to pay the custodial needs of having the building open for use. Accumulation of funds has historically been used to make improvements to facilities, like the auditorium lighting and sound systems. Wear and tear is added into the fees that groups are charged, and these funds are used to supplement improvements. Due to the ongoing pandemic, there has been very little activity in this fund as the buildings have not been open for use by outside groups.

6.6 Capital Reserve

CFO Cosgrove presented the BOE Capital Reserve report through December 31, 2021. The Committee was reminded that these funds do not lapse at the end of the fiscal year, but are carried over from year to year until fully expended.

6.7 Budget Transfers Under $5,000

None.

7. OLD BUSINESS

None.

8. *NEW BUSINESS

8.1 Budget Transfer Over $5,000

The request is from the Director of Educational Operations, Mario Hurtado, for repairs at Bacon Academy. As an almost-30 year old building, preventative maintenance at Bacon Academy is a priority to avoid more costly replacements or repairs at a later time.

Motion by: J. Rose

To approve the request for a budget transfer in the amount of $8,000 for maintenance and repairs at Bacon Academy and move to the full BOE for approval.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

8.2 2021-22 Budget Discussion

Budget discussions are underway with each school and department to review each line item in preparation for the 2021-2022 budget. The ESSER grant in the amount of $937,826 will allow for academic supports, safety, technology, social/emotional learning as related to the COVID-19 pandemic. These funds will supplement, not supplant, efforts to recovering the learning initiatives, including possible additional tutoring and student support.

8.3 Bacon Academy Oil Tank Funding Discussion

The oil tank at Bacon Academy must be replaced in 2022 for an approximate cost of $200,000. The money available in the fund balance from prior years' unexpended BOE budgets was discussed. CFO Cosgrove proposed two options for funding this project: (1) adding $100,000 each year for two years to the operating budget, or (2) bringing an appropriation request to the Board of Finance for use of $200,000 in unexpended funds for this mandated replacement. Superintendent Burt shared his concern that we are underfunded for maintenance and repairs for schools, which needs a longer term plan.

8.4 Bacon Academy Scoreboard Discussion

Principal Peel indicated that funds are available in the athletic budget supplies line to replace two scoreboards because of the reduced level or cancellation of sports due to the pandemic. Supplies for Spring sports had been purchased last year prior to the cancellation of all spring sports, and therefore do not need to be purchased this year. Athletic Director Kevin Burke shared that the purchase of supplies for sports have also been reduced this year. The cost for the purchase and installation of the new scoreboards, and the removal of the old scoreboards is approximately $9,500.

8.5 *Budget Transfer Over $5,000

This budget transfer corrects the account number for the Math SRBI Paraprofessional at Bacon Academy.

Motion by: J. Rose

To approve the budget transfer that corrects the account number for the Math SRBI Paraprofessional at Bacon Academy and move to the full BOE for approval.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

9. PUBLIC COMMENT ON NEW ISSUES RAISED OR SUBJECTS DEVELOPED

9.1 Public Comment

None.

10. ADJOURN

The meeting adjourned at 10:44AM.

Colchester Public Schools

Budget Transfer - Greater than $5,000

Superintendent Recommendation & BOE Approval

School/Department: Bacon Academy

Reason for Request:

The Building Repairs Account has been expended with 5 months left in the fiscal year. Of the original $50,000 allocation, 65% was expended on mechanical system repairs and 20% on kitchen equipment repairs.

Funds are needed for anticipated further mechanical system repairs.

Reason for Available Funds:

BA Custodial Supplies Account has funds available due to:
-Custodial supplies purchased the previous fiscal year but not used due to school closure.
-Less custodial supplies needed this fiscal year due to Hybrid Instructional Model.
-Reimbursment by the State of Connecticut of expenses incurred in the Custodial Supplies Account due to COVID-19.

	Account Number	Account Name	Amount
From:	260004 42690	Custodial Supplies	$8,000
To:	260004 46420	Building Repairs	$8,000

1/26/2021
Date Requested

Mario G. Hurtado
~~School Principal~~, Program Director ~~or Supervisor~~

Date Reviewed

Chief Financial Officer

Date Recommended

Superintendent of Schools

Date Approved

Board of Education Clerk